

SCHOOL NURSE ASSOCIATE

Bilingual Spanish/English

PURPOSE: Assists the Health Coordinator and/or the Nutrition Specialist to provide direct health services to all assigned children and ensures compliance with Federal Performance Standards and other required legislation.

ESSENTIAL FUNCTIONS:

- ◆ Completes health screenings under the direction of the Health Coordinator for all assigned children, to include tracking height and weight and performing blood pressure screenings, hearing screenings, and vision screenings.
- ◆ Performs blood tests for lead and hemoglobin and analyzes blood for hemoglobin levels.
- ◆ Assists in the health and safety monitoring of classrooms, using assigned checklists.
- ◆ Obtains health records of children from health care providers and family members.
- ◆ Assists at Health Check and Dental Check Days.
- ◆ Contacts parents by phone, during school meetings, or through home visits to discuss the health concerns of children identified with specific health problems. Documents conversations and discussions for follow-up.
- ◆ Monitors children with health problems identified at the beginning of the school year and through contact with families.
- ◆ Assists Nutrition Specialist to ensure children with allergies are appropriately monitored.
- ◆ Engages in activities that promote communication and understanding between school and community.
- ◆ Performs other related duties as assigned.

REQUIREMENTS:

1. Graduation from an accredited and State Board-approved practical nursing program.
2. Current and continued status, in acceptable standing, as a Licensed Practical Nurse by the Wisconsin Board of Nursing.
3. Fluency in both Spanish and English.
4. Valid driver's license and availability of a properly insured vehicle at time of appointment and throughout employment. Car allowance provided.
5. Residency in the City of Milwaukee within six months of appointment and throughout employment.

DESIRED QUALIFICATIONS:

- One or more years of experience working with children in a health care setting.

KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

- Physical capacity for lifting up to 45 lbs.
- Ability to perform health screenings and blood tests.
- Working knowledge of emergency response protocol and infection control guidelines.
- Good interpersonal skills and the ability to work cooperatively in a team environment. An appreciation of diversity.
- Ability to cope with human suffering, emergencies and other work-related stresses.
- Good verbal and written communication skills, including the ability to speak, read, and write in Spanish.
- Good problem-solving and decision-making skills.
- Basic computer skills, including knowledge of Microsoft Office software.
- Willingness to become CPR-certified and to maintain CPR certification throughout employment.

THE CURRENT 10-MONTH SALARY RANGE IS: \$21,406.15 to \$27,242.61 annually (30 hours weekly), with excellent benefits (NOTE: Rate increase contingent upon negotiations.). Appointment is normally at the first step of the range. (Rates do not reflect possible earnings for additional summer assignment.)